Revised Instructions for VCC Document 7-27-2006

If you need a vendor setup in old FINET (available until the end of business on Friday July 28, 2006) you will continue to use FVENDOR as you have in the past. Division of Finance staff will also automatically add these new vendors in new FINET for you. However, after July 28, 2006, you will need to complete a Vendor/Customer Creation (VCC) transaction for any vendors you need in new FINET. Division of Finance staff will approve your VCC transactions as fast as possible; however, depending upon the volume of requests, initially it may take us a little longer to process them. Please be patient and know that we will move them through as fast as we can.

Completing a VCC Transaction:

Before submitting a VCC document for a new vendor number, be sure to use the lookup feature in the payment or procurement document to search for a current vendor. Vendors should be searched by Legal Name and by Alias/DBA using the wild card characters ***** and **?**. For example, to find a doctor named Joe Bradley, put *BRADLEY* in the Legal Name field and search. If you don't find them with that criteria, then put the same thing (*BRADLEY*) in the Alias/DBA field and search. You can also go to the Data Warehouse web page and use the web query "Vendor Name Lookup". The Data Warehouse query automatically includes wild cards so you do not need to enter them.

If the vendor needed is not found, follow the instructions below:

Create a new VCC document from the Document Catalog

1. Enter your Department ID
2. Put 7 (or appropriate Auto-doc prefix) in ID field, and check the box for Auto Numbering
3. Click on <u>Create</u>

In the VCC you will need to enter the following information:

Vendor/Customer

General Information

1. Check the box under Vendor/Customer for **Auto Generate (unless it is a vendor used in old FINET, in which case you will not check the box, but you will enter the old vendor number in the "Vendor/Customer" field. Or if it is an employee, enter the employee number)**
2. Select **Organization Type** (either Individual or Company)
3. If Company, enter **Company Name**
4. If Individual, enter **First**, **Middle**, **Last Name**
5. If applicable, enter **Alias/DBA**

Headquarters

1. If this vendor should be linked to a headquarters account, select the vendor number here (this would be rare.) If not, leave this section blank.

Organization

1. Select **Classification** (Individual, Incorporated, Partnership, etc.)
2. Enter **Taxpayer ID Number** (**for employees leave blank**)

3. Select **Taxpayer ID Type** (EIN or SSN)(**for employees leave blank**)

Disbursement Options

1. The only field that might need to be changed here is "**Name on Check"**. If the vendor has an Alias/DBA, select which name (or both) should appear on the check.

Address *(all vendors need a payment **and** a procurement address)*

1. Click on Insert New Line
2. Select **Address Type** (Payment)
3. Check the **Default Record** box
4. Under Address Information, check the box for **Auto Generate** below Address ID.
5. Enter **Street**, **City**, **State**, **Zip**, **Phone (use 000-000-0000 if no phone number is available)**
6. Enter Contact Information if available. If you enter contact info, check the Auto Generate box, and enter the same phone number as the address section.
7. Repeat for Procurement Address Type (you may copy the payment address and just change the Address Type to Procurement if both addresses are the same).

1099 Reporting Information

1. If a vendor already exists with the same Taxpayer ID Number, the fields in this section will be blanked out. No further action is required in this section. **No action is required for employees**.
2. If the vendor **is not** 1099 reportable, you do **not** need to fill in any fields.
3. If the vendor **is** 1099 reportable, check the box for **1099 Reportable** and fill in the **Address**, **City**, **State**, and **ZIP Code.**
   a. All medical and legal vendors are 1099 reportable.
   b. Individuals (except employees), Sole Proprietors, Partnerships, and LLCs are 1099 reportable.
   c. Governments and non-medical, non-legal corporations are not 1099 reportable.

Certification

1. Click on Insert New Line
2. Change **Vendor Active Status** to Active
3. Change **Vendor Approval Status** to Complete

When you are finished entering information, click on "Validate" at the bottom of the page to check for errors. Once all errors are fixed you then click on "Submit". The VCC will then workflow to Finance for review and approval.

Changes to existing vendors will be handled in new FINET the same way they were handled in old FINET.